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9 AUG 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
9 August 1974

1. Summer Interns: The Summer Interns completed their formal orientation program on 6 August with briefings by the Director of Economic Research and the Deputy Chief, CIA Operations Center.

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[REDACTED]
versity, visited the Co-op Coordinator on 7 August. The school is just starting a co-op program. In addition to briefing him about the Agency's program, our Co-op Coordinator, [REDACTED] in touch with appropriate officials in the Office of Education and the Civil Service Commission.

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3. Position Management:

a. A report has been developed on the survey of positions at [REDACTED] and will be released shortly.

b. DDO proposals for ceiling reductions are being reviewed in an effort to maintain current average grade limitations.

c. Team members who will conduct a position classification survey of the Far East field stations have been briefed

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[REDACTED]
4. Upward Mobility: In the development of the Upward Mobility Program, a briefing has been received from General Services Administration on their program. This is an effort on our part to ascertain how other agencies of the Federal Government are approaching this activity and the problems they may have encountered.

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5. FLSA: Work continues on the implementation of the provisions of the Fair Labor Standards Act. The General Counsel's office of the Civil Service Commission has prepared a memorandum which would make non-exempt employees exempt for periods of training under the Federal Employees Training Act. This memorandum has not yet been approved, but we expect approval shortly. An appropriate notation will be made on the notification cards to exempt such employees.

6. ADP Conversion: In ADP conversion activities, work continued on testing and writing procedures for the STAFFING system. Wiring has been completed for the terminal installation on the sixth floor of the Chamber of Commerce Building, and we expect the terminal to be installed shortly.

25X1A 7. PDP: The Director approved the proposed Personnel Development Program for FY 1975 as presented by the Director of Personnel, accompanied by [REDACTED]

25X1A 8. Car Pool Locator: Drawings for the new car pool locator boards have been completed. GSA provided an estimate of construction costs and Logistics ordered the boards on 2 August. The three boards for Headquarters, Ames and [REDACTED] Buildings will cost approximately \$4,600. GSA will begin work on the Headquarters car pool locator board today, and the projected completion date is 30 August.

25X1A 9. Minority Recruitment:

25X1A a. [REDACTED] recruiter, has reported on his visit this week to the Placement Service of the Los Angeles Chapter of the NAACP. Resumes on 68 prospects were made available to him. He is in correspondence with all of them.

25X1A b. [REDACTED] recruiter, has been requested by the University of Missouri at Kansas City to participate in their "Broad Horizons" Program, wherein ten to twelve black high school seniors with

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faculty advisors from the Kansas City area visit companies and organizations to learn of careers available to college graduates. The "Broad Horizons" group will visit our [REDACTED] on 9 August.

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10. Voluntary Investment Plan: Representatives from OJCS, OP and the VIP Accountant met and agreed to update VIP operating procedures of common concern and interest. OJCS is establishing timetables for certain test runs to work out any possible problems. These tests will be completed within several weeks.

11. First CIARDS Recomputation Case: The first CIARDS retiree to have his annuity recomputed, excluding post-1956 military service, due to eligibility for social security benefits has been processed. Although his annuity was reduced by \$50 per month, he will receive the minimum social security benefit of \$93.80.

12. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Historical Staff -- Independent Contractor -- one-year extension.

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[REDACTED] -- Office of Training -- Independent Contractor -- one-year contract.

13. Executive Personnel System: CSC information on the proposed Executive Personnel System was forwarded to the IC Staff so that Community implications might be assessed.

14. Suggestion Award Forms: Arrangements have been made to have Form 244, Employee Suggestion, made available through Agency Building Supply Offices. This system is expected to make the forms more readily accessible to all offices.

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15. Travel: During this year we have had some problems with [REDACTED] regarding estimates of storage and shipment lots. We found that most of the errors in estimates could be traced to one estimator. After a discussion with the company President, he has agreed that this estimator will not be sent on any jobs arranged through Central Processing.

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Coming Events

1. Arrangements have been completed to reserve the Agency auditorium on 16, 23 and 30 August to process out large numbers of summer-only employees. The departing employees will be asked to be in the auditorium at 3:00 p.m. on their last working day, at which time they will receive security and personnel briefings, complete necessary forms and turn in their badges.

2. Our Co-op Coordinator will speak at a Cooperative Education Workshop at Wood Junior College on 14 August.

3. Finalize for the Director's signature the FY 75 PDP package, including format and guidance attachments.

4. Complete the analysis of the current status of action on "objectives" submitted by participants at the FY 74 OP Conference.

5. Work will continue on ADP conversion activities, on surveys in progress, and on the FLSA overtime implementation.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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OD/Pers/ [REDACTED] jmm (9 Aug 74)

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